

SAN JUAN COUNTY  
HEALTH AND COMMUNITY SERVICES

FOOD PROGRAM PLAN

Revised February 16, 2000

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## SECTION I: PERMIT CATEGORY DEFINITIONS

### A. TYPES OF ESTABLISHMENTS

Food Service Establishment: A place, location, operation, site or facility where food is manufactured, prepared, processed, packaged, dispensed, distributed, sold, served, or offered to the consumer regardless of whether or not compensation for food occurs.

Kitchen: Community food preparation facility where food is prepared, often on a "not-for-profit" basis, for immediate public consumption. Included under this category of food service establishments are kitchens for the preparation of wholesale products licensed through the Dept. of Agriculture, school, camp, grange, church, community, and charity kitchens.

Market: Food service establishment where food is sold, but not consumed by the public. Included under this category of food service establishments are supermarkets, mini-markets, retail fish markets, and retail meat markets.

Bakeries, ice cream stands, espresso shops and small single category food businesses.

Itinerant Food Unit: Food service establishments designed and maintained to be self-contained and easily moved from location to location.

Restaurant: Food service establishment where food is prepared by employees of the facility on a "for-profit" basis for immediate public consumption. Included under this category of food service establishments are restaurants, delicatessens, bed and breakfasts, snack bars, cafeterias, and retail bakeries.

Tavern: Food service establishment operating under a Class B,E, or F liquor license and not serving complex menu items..

Temporary Establishment: Food service establishment open to the public for a period of time of not more than 21 days in conjunction with one or more specific event or celebration at a fixed location per event or celebration as described in WAC 246-215 Definitions.

### B. DESCRIPTION OF ESTABLISHMENTS

Complex Menu Establishment: Food service establishment where potentially hazardous food<sup>1</sup> is prepared 6 or more hours in advance of service, or where a diverse menu of potentially hazardous foods are offered, where international potentially hazardous foods are prepared, or where non-preserved ground meats are prepared for service.

Non-Complex Menu Establishment: Food service establishments that do not meet the criteria for having complex menus. The following establishments may offer non-complex menus:

- ✓ Markets with only commercially pre-packaged food, and any handling, packaging, preparation, or dispensing is restricted to non-potentially hazard food.
- ✓ Taverns serving no potentially hazardous food other than frozen, commercially pre-packaged sandwiches heated in a microwave, or hot dogs.
- ✓ Itinerant units not involved in the preparation or service or transportation of potentially hazardous food unless the food is frozen and delivered to the public in its original, sealed, commercially pre-packaged container.

Large Establishment: Food service establishment with 100 or more seats or 4 or more check stands.

Small Establishment: Food service establishment with fewer than 100 seats or fewer than 4 check stands.

Restricted Service: Restaurant that restricts food service to 1 meal per day and 10 customers per day (e.g. bed and breakfast establishments).

Non-Fee for Service: Market or kitchen that does not charge a fee for the food served (e.g. food banks, soup kitchens).

## C: SAN JUAN COUNTY ESTABLISHMENTS

The following table shows types and categories of food service establishments in San Juan County, as identified in this plan:

Establishment Type	Menu Complexity		Establishment Size		Service Type		Fee Type	
	Complex	Non-Comp	Large	Small	Restricted	Non-Rest	Fee	No Fee
Restaurant	✓	✓	✓	✓	✓	✓		
Market	✓	✓	✓	✓				
Tavern	✓	✓	✓	✓				
Itinerant	✓			✓				
Kitchen			✓	✓			✓	✓
Temporary	✓	✓	✓	✓				

## D: SPECIAL PERMITTING NOTES

Permitting requirements for a variety of food service operations are discussed below: It is the intent of this plan to identify and focus food program efforts on those food service establishments having the greatest potential impact on public health. Therefore, permits will not be required for certain types of private food service operations. This exclusion, however, will not exempt the non-permitted establishments from any applicable requirements of state and local regulations.

- ✓ **Bake Sales:** No permit required when no potentially hazardous foods are sold.
- ✓ **Granges/Churches/Wedding Receptions not catered:** No permit required when providing food to members and invited guests only.
- ✓ **Farmer's Markets:** No permit required when no potentially hazardous foods are sold or Dept. of Agriculture License is held for the product offered.
- ✓ **Fruit Stands:** No permit required when no potentially hazardous foods are sold.
- ✓ **Ice Cream Vendors:** No permit required when commercially prepackaged ice cream is sold. Permits will be required when soft ice cream or ice cream served from bulk is sold.
- ✓ **Popcorn Vendors:** No permit required when no potentially hazardous foods are sold.
- ✓ **Seafood Sales:** No permit required when selling whole fish under ice or refrigeration, or boiled, and the owner has a Department of Fisheries license. Sale of all others types of seafood (including shellfish and smoked or processed finfish) will require a permit.
- ✓ **Supermarkets:** Markets that contain meat markets, bakeries or delis within, will be considered to have separate departments and will have separate inspections of those departments.
- ✓ **Temporary Establishments:** Temporary establishments under the overall supervision of a manager certified under the Serve Safe Program will be eligible to supervise individuals with limited duty cards. Provided, however, the participating manager or someone who has a current food handler card is always on the premises and the guidelines for temporary establishment are in

force.

## SECTION II: PROGRAM GOALS AND OBJECTIVES

Protect public health in San Juan County through a comprehensive food program stressing public education and critical item enforcement by meeting the following objectives:

Objective #1: Develop and mail at least one informational newsletter by December 31, 2000

Objective #2: Organize, present and make available food handler classes every two weeks during the tourist season within the county.

Objective #3: Update fee schedule by January 1, 2000.

Objective #4: Conduct food service inspections with a frequency based on the size of the establishment and the complexity of the menu, as follows:

Annual Inspection Frequency for Food Service Establishments

Establishment Type	Category									
	C	NC	L	S	C/L	C/S	NC/L	NC/S	NC/S /RS	No Fee
Restaurant					3	2	2	1	1	
Market					2	2	1	1		1
Tavern					2	2	1	1		
Itinerant	2	2								
Kitchen			1	1						1
Temporary	1	1								1

Objective #5: Increase public awareness of food sanitation issues and public confidence in sanitation of local establishments by:

- ✓ Making at least one presentation annually to each high school class
- ✓ Maintaining regular forum in weekly newspapers media for educating the public and demonstrating competence of local food program, such as safe picnicking, or holiday cooking.
- ✓ Using public meetings and interest groups as a forum for disseminating new information and food relevant issues, such as paralytic shellfish poisoning and seasonally related topics.

### SECTION III. NUMBER OF REQUIRED INSPECTIONS

#### A. ROUTINE ANNUAL INSPECTIONS

The following table calculates the number of routine annual inspections based on the type of establishments and inspection frequency identified in this plan as 280. This number excludes temporary establishments that typically are seasonal in nature.

Establishment Type	Category									
	C	NC	L	S	C/L	C/S	NC/L	NC/S	NC/S /RS	No Fee
Restaurant										
Number					9	55	0	41	52	
Frequency					3	2	2	1	1	
Total Insp.					27	110	0	41	52	
Market										
Number					0	0	2	22		0
Frequency					2	2	1	1		1
Total Insp.					0	0	2	22		0
Tavern										
Number					0	2	0	0		
Frequency					2	2	1	1		
Total Insp.					0	4	0	0		
Itinerant										
Number	0	0								
Frequency	2	2								
Total Insp.	0	0								
Kitchen										
Number			4	3						3
Frequency			1	1						1
Total Insp.			4	3						3
Total Insp.	0	0	4	3	27	114	2	63	52	3

#### B. ENFORCEMENT REINSPECTIONS

It is estimated that 10% of the complex menu restaurants will require an enforcement reinspection. This would compute to  $268 \text{ routine inspections} \times 0.10 = 27 \text{ reinspections}$ , and bring the total number of annual inspections to  $268 + 27 = 295 \text{ total annual inspections}$  (excluding temporary food service inspections).

#### C. NUMBER OF DAYS AVAILABLE FOR INSPECTIONS

The following table projects the number of days available to food program staff for conducting food service inspections. The table assumes one staff member inspecting 2.5 days per week for the period January 4, to June 30 and from September 1 to November 30, 2000.

Month	Useable # of Weeks	Useable # of Days
January <sup>3</sup>	3	7.5
February	4	10
March	4	10
April <sup>3</sup>	3	7.5
May	4	10
June	4	10
July <sup>1</sup>		
August <sup>1</sup>		
September	3	7.5
October <sup>3</sup>	4	10
November	3	7.5
December <sup>2</sup>		
Total	32	80
Avg. # of Routine Insp.	9.2/week	3.7/day

1 July and August were excluded due to program staff shifting emphasis to itinerant establishments and water contact facilities during this period

2 December was excluded due to holidays and a shifting to an emphasis of food establishment billing and program planning for following year

3 The useable weeks in January, April, & September were reduced to three to allow for quarterly monitoring of the Solid Waste Facilities

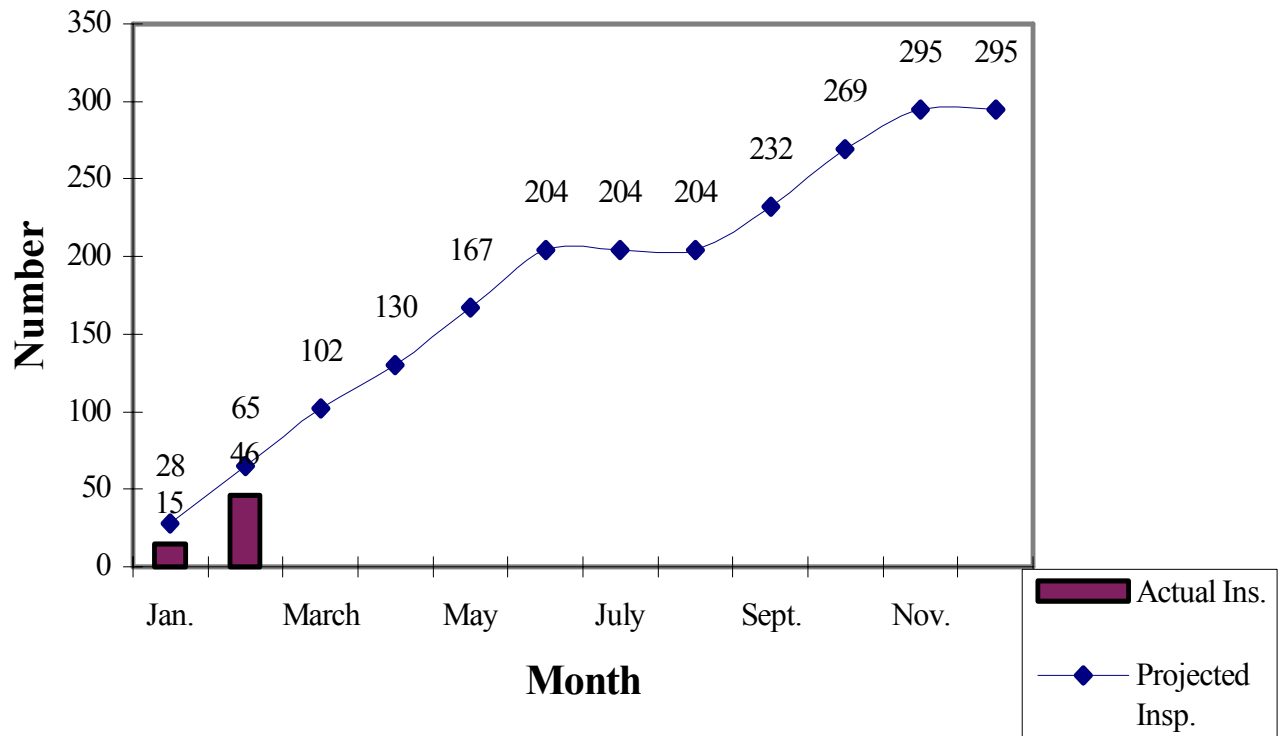
#### **D. NUMBER OF ROUTINE INSPECTIONS REQUIRED PER MONTH AND PER DAY**

Based on the foregoing, food program staff will need to average 3.7 inspections each field day, or 9.2 inspections per week. These numbers are averages, and it is understood that inspections of larger, complex menu establishments will be more time consuming than inspections of smaller establishments.

#### **E. CUMULATIVE REQUIRED NUMBER OF INSPECTIONS**

Based Upon the preceding calculations, the number of inspections necessary for meeting the food program goals can be calculated and are graphically displayed below.





## **SECTION IV: PROGRAM POLICIES AND PROCEDURES**

### **A. GENERAL INSPECTION PROCEDURE**

Use the latest inspection form provided by DOH. Wear clean clothes and your county identification. Introduce yourself to the manager or person in charge prior to initiating the inspection. Ask where the hand-washing sink is and use it. During inspection, carry on dialogue with the head cook or person in charge of the kitchen area to determine if violations have or will occur in food preparation procedures taking place either before or after the actual inspection.

Give the top copy of the state DOH inspection form to the person in charge. Make sure that the second copy is legible. Keep accurate records of inspection results, including descriptions of product involved, location of violation, stage of preparation, identify piece of equipment when recording temperatures, quantities, and time frame.

Inform host of the correct procedure for every violation noted. Use DOH WAC 248-215 and the training book, "Working Healthy" as references for correct interpretation and procedures.

Explain inspection results to the manager, stressing critical items. Remain objective and open to innovation and suggestions meeting the intent of the regulations. Approach this part of the inspection with the effort of being helpful in trying to solve problems of preparation. Follow-up with the mandatory re-inspection procedure, or with immediate closure, depending upon the nature of the violations noted.

### **B. MANDATORY RE-INSPECTION OF FOOD SERVICE ESTABLISHMENTS**

The health department will follow-up an inspection with an enforcement letter within ten working days of the inspection, and re-inspect the establishment within thirty days of the inspection when any of the following conditions are found to exist:

- ✓ Any time-temperature violation is observed.
- ✓ A red, critical item score of 30 or more is accrued
- ✓ A total demerit score of 60 or more is accrued
- ✓ Any violation is observed the third time in three consecutive inspections
- ✓ A compliance schedule is not followed
- ✓ A direct contamination, such as spitting, picking up food from the floor or sink drain, or direct hand contamination has left a residue which is cultured and found to contain one of the mandatory reported species of pathogen.

The operational permit will be suspended and the establishment closed for a minimum period of twenty-four hours for any establishment which has not corrected all violations prior to its mandatory re-inspection. In lieu of closure, other remedies could include an administrative hearing or establishment of a compliance schedule.

**C. PERMIT SUSPENSION AND IMMEDIATE CLOSURE**

The following violations will result in immediate suspension of permit and closure of a food establishment:

- ✓ Failure to destroy hazardous food when so ordered by the health department.
- ✓ Interference with the health officer in the performance of his duty, such as denial of entry.
- ✓ An imminent health hazard exists which cannot be corrected during the inspection.
- ✓ Failure to correct any item contributing to mandatory re-inspection by the time of the re-inspection. In the case of repeated blue item violations, judgement on the part of staff will be used to consider the use of alternative enforcement measures, such as administrative hearings or compliance schedules.

The Health Officer will be notified immediately upon closure of any food service establishment.

**D. SHELLFISH SOURCE**

Determine whether or not shellfish are from an approved source by looking for tag with Washington certification number on shellfish package. If no tag is on the package, obtain it from the invoice (Pacific Pride), but the manager must be able to identify the source of each serving, where tags are not kept with the product and product sources are mixed.

If no tag can be associated with the organisms, place a hold order on the product, consult with DOH shellfish program staff.

Restaurants should keep a record of all shellfish brought in. Tags should be kept together in an easily accessible location.

**E. INVESTIGATING FOODBORNE ILLNESS**

Investigation of food borne illness outbreaks will be of highest priority to staff.

An investigative action is needed when one of the following conditions are met:

- ✓ Personal Nursing Services requests and investigation resulting from a confirmed case being transferred to them under state DOH.
- ✓ Two or more persons are ill with conditions compatible with a food borne outbreak
- ✓ One or more persons are ill with botulism, trichinosis, or a chemical intoxication

**F. RESPONSIBILITY**

Upon receipt of a food borne illness complaint, the person receiving the complaint will refer the matter immediately to the food sanitation specialist, who will assume the role of primary investigator. If the food sanitarian specialist is not available, the person receiving the complaint will refer the matter immediately to another sanitarian who will assume the role of primary investigator until the food sanitarian specialist returns. If no sanitarians are available at the time the complaint is received, the person receiving the complaint will obtain sufficient information for follow- up and attempt to contact the primary investigator.

**G. PATIENT CONTACT**

When it is determined that an investigation is necessary, the investigator will make every effort to obtain the names, addresses, and telephone numbers of all those exposed to the suspected event or meal, both those who became ill and those who did not become ill, and to obtain the name and telephone number of the diagnosing medical personnel.

In addition, the investigator will make every effort to immediately contact and interview each person exposed to the suspected event or meal, both those who became ill and those who did not become ill and complete the appropriate investigative form for each person interviewed.

During the interview, the investigator will make every effort to determine whether those persons who became ill are willing to submit stool and/or vomitus samples. The samples will be kept refrigerated and the instructions in the foodborne disease kit will be followed.

**H. CONTACTS**

Immediately preceding or following preliminary evaluation of data, the investigator will contact the Health Officer. If the Health Officer cannot be reached, or under his/her direction, staff will contact DOH Epidemiology for consultation. Where larger outbreaks have occurred, these contacts will be made prior to interviewing so that specialized questions can be included during questioning.

**I. REPORTING**

Upon completion of the interviews, under the direction of the Health Officer, the raw data will be transmitted to the appropriate DOH epidemiologist in charge.

**J. INSPECTION**

The establishment from which the confirmed outbreak originated will be inspected by the investigator no later than two working days after the initial report of the outbreak whenever possible. All critical items will be immediately corrected, hold orders will be issued as deemed appropriate, and food samples (100 grams) will be obtained as deemed appropriate. The sample will be kept cool.

**K. SAMPLES**

All samples will be sent to the DOH Laboratory as soon as possible, preferably in less than three days following the suspected outbreak. The appropriate laboratory must be called before the sample is sent. A completed investigation form will be enclosed with each sample.

**L. WRITTEN REPORT**

A written report of the outbreak incidence describing its occurrence, investigation, causal factors, and preventive procedures will be prepared by the investigator within thirty (30) working days of the investigation. After review of the report by the Health Officer, one copy will be sent to the implicated establishment, and one copy will be sent to DOH.

**M. INSPECTION FOLLOW-UP**

A reinspection of the implicated establishment will be made within thirty (30) working days of the investigation.

**N. COMPLAINTS CONCERNING COMMERCIALLY PACKAGED FOOD ITEMS**

Upon receipt of a complaint, the food sanitarian will act as investigator, record the complaint, and make a report to the Environmental Health Manager.

The investigator will refer the complainant back to the establishment from which the food item was purchased to request a refund.

In cases of likely public health significance, the investigator will immediately contact appropriate staff person at WSDA or FDA, alert the establishment from which the food item was purchased, and determine the necessary extent of public notification required by the situation.

**O. NON-COMMERCIAL DISHWASHERS**

1. Dishwashers with properly functioning temperature activated sanitizing cycles will adequately sanitize tableware at any inlet water temperature.
2. Dishwashers with either no sanitizing cycles or time activated sanitizing rinse cycles and forced air-flow drying will require an inlet water temperature of 160°F or above to adequately sanitize tableware.

**P. STORAGE OF CHEESE AND CHEESE PRODUCTS**

Cheese is considered a "perishable food" as opposed to a "potentially hazardous food" and requires refrigeration.

Processed cheese with a water activity of less than .08 does not require refrigeration. When labels on processed cheese packages state "soft cheese" this is considered by the health department to be a requirement that the product be 45 °F or below at all times. Soft cheeses include brie, camembert, cottage cheese or cream cheese and any cheese where mold filaments can deeply penetrate the surface.

**Q. FOOD DESTRUCTION**

**1. DISCARD TIME AND TEMPERATURES**

When potentially hazardous foods are found at temperatures within the danger zone (45°-140°F), advise the owner/operator or person in charge. Storage is not allowed within this range. Determine if the food is being actively prepared (ie: is it just sitting out waiting or is it in an active prep cycle)? Food preparation is to take place in a maximum of 2 hours. If the volume is too large to complete in this time limit, then advise the restaurant manager to do it in two batches. You will need to make a judgement call about how long the food has been sitting out. Foods found in the range 70°F-120°F need to be tossed.

Discard any food that has been served, **uncovered** to the customer. Recycle only single service packaged foods such as crackers, ketchup, coffee creamers that have not been compromised. Discard any **outdated** meat, poultry or cheese item.

**2. DISCARD PROCEDURE**

- a. The Health Officer or representative shall always attempt for voluntary destruction of food. Fill out a "Certificate of Destruction, or Waiver". Examples of prescribing mandatory diversion are: "...place in garbage can/dumpster, etc. and denature with disinfectant, sanitizer, oil, or other chemical to render the product unusable for human consumption.

- b. If the operator refuses to voluntarily divert or destroy the product in question, then fill out a "HOLD ORDER". The procedure when operating under a Hold Order is as follows:
  - i. Place the food in a refrigerator or freezer in an appropriate container.
  - ii. Attach a copy of the Hold Order to the food item involved.
  - iii. Advise the restaurant operator not to serve or disturb the food being held until receiving notification from the Health Officer.
  - iv. Lab Results: Food must be destroyed if the standard plate count is over 1,000,000. When the standard plate count is below 100,000, the operator may choose to reuse the product after the hold order is rescinded. Such food must be reheated to above 165°F.
- c. If the operator refuses to cooperate with 1) or 2), then Suspend the permit due to an imminent health hazard and interference with the Health Officer in performance of his/her duty.

3. USE OF DISCRETION

It may not be necessary to use this destruction policy at all times or with all foods. Use your discretion on foods that are borderline potentially hazardous, i.e. foods that have a low pH or low water activity. Use your discretion on time, since exact times may not be available to you.

## SECTION V: CONTACT LIST

### A. EMERGENCY CONTACTS

It may become necessary for the health department to contact local physicians, medical clinics, news media, or state agencies concerning matters of public health significance. The following table provides names of contacts and telephone numbers for such purposes:

AFFILIATION	CONTACT	TELEPHONE NUMBER
Medical Contacts		
San Juan County Health Officer	Frank James, M.D.	360-676-8606
Inter-Island Medical Center	David Gimlett, M.D.	378-2141
Orcas Medical Center	Bess Geiger	376- 2561
Lopez Medical Center	Bob Wilson, M.D.	468-2245
News Media		
Sounder	Ted Grossman	376-4500
Journal	Scott Rasmussen	378-4191
Islands Weekly	A Clayton Trapp III	468-4242
Involved Agencies		
DOH Food Program	Janet Anderberg Bert Bartelson	(206) 464-7417 (360) 236-3074
DOH Epidemiology	Marcia Goldoff	(206) 361-2886
FDA Laboratory	Jan Carter	(425) 483-4949
USDA	Kip Ayers	(425) 487-0155
WSDA	Scott Fox	(360) 794-9260

## **SECTION VI: PUBLIC EDUCATION**

### **A. CURRENT LIST OF AVAILABLE EDUCATIONAL MATERIALS**

#### **1. CODES AND REGULATIONS**

- ✓ DOH (1992), "Rules and Regulations of the State Board of Health for Food Service," WAC 246-215

#### **2. INFORMATIONAL HANDOUTS**

- ✓ DOH Pub 334-007 12/93 "Working Healthy"
- ✓ DOH Pub 334-017 6/92 Raw Milk Warning
- ✓ Also refer request to the WSU Cooperative Extension Food Program (378-4414)



## SECTION VII: QUALITY CONTROL/QUALITY ASSURANCE

### A. JOINT INSPECTIONS

In order to contribute to uniform application of food service requirements in San Juan County, joint inspections will be made with the food specialist and another environmental health specialist twice per year. The following table proposes joint inspections for 1999

Inspectors	Month	Review Elements
Kay Kohler	June	Overall program and joint inspection of high risk establishment
Mark Tompkins		
Kay Kohler	November	Overall program and joint inspection of high risk establishment
Mark Tompkins		

### B. EQUIPMENT MAINTENANCE

It is important that food program equipment is routinely maintained and calibrated. This protects the establishment being inspected and the health department. Adequate maintenance and accurate record keeping are especially important because any enforcement action against an establishment could result in litigation.

Item Description	Number	Replacement or Calibration			
		Last R/C	By	Next R/C	Comments
Thermo-Coupler	32.8°F	02/17/00	KK		
Stem Thermometer	33.1	02/17/00	KK		

### C. PROGRAM AUDITS

Program audits by DOH are designed to assure state-wide consistency and compliance with Chapter 246-215 WAC, and to provide information necessary for local program enhancement. San Juan County Health and Community Service's policy is to actively cooperate with audits and use them as a learning tool.